



## **Board of Trustees Meeting Monday April 13, 2026 6:00 pm Board Room**

Watch here: <https://www.youtube.com/@bethlehempubliclibrary9609>  
Public comments can be submitted here: <https://www.bethpl.org/contact-us/contact-the-director/>  
Board packet information can be accessed here: <https://www.bethpl.org/board-of-trustees/>

### **Library Mission Statement**

**Bethlehem Public Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence in its mission: to provide equal and uncensored access to resources and services that encourage lifelong learning, cultural enrichment, and professional growth.**

### **Agenda**

- **Call to order**
- **Public participation**
- **Review of previous meeting minutes**
- **Financial report**
  - **Treasurer's update**
- **Personnel report**
  - **Personnel actions**
- **Director's report**
- **UHLS report**
- **Friends report**
- **New business**
  - **NYS annual report**
  - **Long range plan**
  - **Policies**
  - **Other new business**
- **Old business**
  - **Boiler project update**
  - **59 Borthwick project update**
  - **Other old business**
- **Future business**
- **Public participation**
- **Executive session**
- **Adjournment**

**Next board meeting: May 11, 2026 6:00 pm**

**Next Friends of the Library meeting: June 15, 2026 6:30 pm**

MINUTES OF THE BOARD OF TRUSTEES MEETING  
BETHLEHEM PUBLIC LIBRARY (BOARD ROOM)  
Monday March 9, 2026 (DRAFT)

PRESENT: Jill Adams  
Caroline Brancatella  
Laura DiBetta  
Mark Kissinger  
Sarah Patterson  
Gail Sacco  
Michelle Walsh  
Sharon Whiting, library treasurer  
  
Geoffrey Kirkpatrick, director

EXCUSED:

GUESTS: Phil Berardi, assistant director/head of operations  
Chris McGinty, assistant director/Public Services  
Tanya Choppy, accounts clerk  
Jennifer Crawford, confidential secretary  
Robert McDonnell  
Bruce Phillips

President C. Brancatella called the meeting to order at 6pm.

PUBLIC PARTICPATION

There were no public comments at this time.

REVIEW OF PREVIOUS MEETING MINUTES

L. DiBetta noted that there was an errant line of notes in the minutes that needed to be deleted.

On a MOTION by L. DiBetta with a SECOND by J. Adams, the board unanimously approved the minutes with the deletion as noted from the Monday February 9 regular board meeting.

FINANCIAL REPORT

*Treasurer's update*

S. Whiting presented her report.

- G. Sacco asked what the PEG funds were for. T. Choppy said that it is money that the town receives from local cable provider fees that can be used for equipment to create content for the public access channel. She said the money was used to purchase vlogging equipment.
- M. Kissinger asked about the CDPHP and MVP expenses.

On a MOTION by G. Sacco with a SECOND by M. Walsh, the board unanimously approved the Financial Statement dated 28 February 2026 (Checks disbursed in February 2026 based on pre-

approval \$114,496.96; Checks disbursed in February 2026 relating to payroll \$221,621.73; Checks being submitted for approval \$49,675.41; Total: \$385,794.10).

#### PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said there was a slight change and there was a second page position requested to be backfilled due to a recent resignation.

On a MOTION by L. DiBetta with a SECOND by M. Walsh, the board unanimously voted to approve the following positions:

- Library page, part-time, permanent, 12.8 hours/week, \$16.00/hour or per contract
- Library page, part-time, permanent, 12.8 hours/week, \$16.00/hour or per contract

#### DIRECTOR'S REPORT

The board noted the director's report.

- The number of people using the library for study space is increasing.
- C. Brancatella noted that even with the decrease in magazine and general circulation, the door count continues to grow, meaning that people are finding other reasons to come into the library.
- M. Walsh asked if purchasing of new materials is decreasing with decreasing circulation. G. Kirkpatrick said there has been a shift in money to electronic items because that is where the demand is. He noted that those materials are more expensive. He said that the library keeps a close eye on wait times for new materials to see where the demand is.
- G. Sacco noted that a lot of formerly book-based research for students is now done online.
- C. Brancatella said the good thing about electronic wait times is that there are no late returns because it is returned automatically.
- S. Patterson noted that UHLS borrowers also have access to borrow online materials from three other library systems.
- There was high attendance at the youth break week programs.
- G. Kirkpatrick encouraged the board to check out the changes in the Children's Place as things were being moved around to create more space for imaginative play. The Friends of the Library have donated much of the cost for these improvements.

#### UHLS REPORT

M. Kissinger did not have anything to report at this time.

#### FRIENDS REPORT

J. Adams said she has been working with Mary Kinnaird to see if they could get some Friends-branded mugs to sell.

#### NEW BUSINESS

##### *Spotlight archive request*

The board discussed the request for the removal of an individual's name in an article from the Spotlight archives. G. Kirkpatrick said the board had reviewed this particular request before. He said that in the letter requesting the removal, the attorney noted the individual's age at the time was 17 and that the charges had been dismissed. The attorney also noted that The Spotlight had also unpublished the article from its own archives.

G. Kirkpatrick said that these types of requests will continue to come before the board, and although the law is very strongly worded that there is nothing to legally compel the library to redact its

archive, the board may want to consider how they would want to handle these requests moving forward because the nature of the Internet has made the archives more easily searchable.

G. Sacco said she would be in favor of a policy that makes the digital archive of The Spotlight in-library use only to balance access with these concerns while keeping the archive intact.

C. Brancatella said the board has a couple of things to discuss: 1.) The reconsideration of this individual's request, and 2.) How will the board handle these requests moving forward.

L. DiBetta said she would want further discussion about any general policy that would remove access digitally because of the barriers it would create, even for people in the community.

S. Patterson asked if it would be possible to lock access behind a library card. G. Kirkpatrick said it is technically possible but he wasn't sure if it was feasibly possible with the library's resources.

M. Walsh said that in this particular case, she felt different once she learned that The Spotlight had removed it from their archives. She said she does not have a problem removing it from the library's searchable digital archives.

M. Walsh made a MOTION to redact the article including the mention of a minor related to a crime entirely. There was no SECOND.

On a MOTION by J. Adams with a SECOND by M. Walsh the board voted to remove the name of the minor from the archived article in question. J. Adams, M. Walsh, L. DiBetta and S. Patterson voted in favor. C. Brancatella, M. Kissinger and G. Sacco were opposed.

On a MOTION by G. Sacco with a SECOND by L. DiBetta, the board voted to develop a policy regarding requests to modify the archives. G. Sacco, J. Adams, M. Walsh, L. DiBetta and S. Patterson voted in favor. M. Kissinger and C. Brancatella were opposed.

The board discussed how this type of policy might be put in action and whether it is part of the Collection Development Policy. M. Walsh said she suspects that such requests would still have to be reviewed on a case-by-case basis, regardless of a new policy.

C. Brancatella made a MOTION to amend the motion that just passed and not create a new a new policy but to review the Collection Development Policy to determine whether it is necessary or feasible to add guidelines regarding requests for changes to the library's archives. L. DiBetta SECONDED. The board voted unanimously in favor.

#### *Other new business*

There was no other new business discussed.

#### OLD BUSINESS

##### *2026-27 draft budget*

S. Whiting said the budget was discussed at the last meeting, and there was one small change to the state aid line that resulted in a reduction in the amount that would be required from the fund balance.

On a MOTION by M. Walsh with a SECOND by S. Patterson, the board unanimously approved the 2026-27 library budget as written for public presentation. The budget proposes a levy of \$4,899,451, an increase of 3.98%, coming in under the New York State tax cap.

*Boiler project update*

G. Kirkpatrick shared the progress of the boiler project and said the replacement would be taking place in the coming week.

*Borthwick/communications – update*

C. Brancatella said the board will hold a March 30 informational presentation to the public about potential uses of the Borthwick property. She shared the discussion of the Communications Committee about how to best present that information to the public. She noted that the tagline is Greenspace for Growth.

C. Brancatella said the anticipation is that demolition will take place mid-summer.

*Director evaluation – update*

S. Patterson said that it is in progress and should be ready in the next couple of weeks.

*Other old business*

M. Kissinger encouraged board members to share any thoughts on the Long Range Plan. C. Brancatella said she the committee hopes to have a draft ready by the end of the year.

## FUTURE BUSINESS

There was no future business discussed.

## PUBLIC PARTICIPATION

One person spoke during the public comment period. A recording of the meeting is available on YouTube.

## ADJOURNMENT

On a MOTION by J. Adams with a SECOND by M. Kissinger, the board unanimously voted to adjourn the regular meeting at 7:21pm.

Prepared by  
Kristen Roberts, recording secretary

Cosigned by  
C. Brancatella, board president

## Treasurer's Report

April 13, 2026

### Revenue and Expense Report

Expenses overall, are tracking slightly underbudget, but there are some areas where we are overbudget. While health insurance is over by 5%, salaries are slightly under by 2%. In total, salaries and benefits are overbudget by 1.8%. Gas and electric is overbudget by about 33%, however other operational expenses are underbudget by about 11%. Library materials are underbudget at this point by about 17% but this will change as many materials are purchased closer to year end. On the revenue side, interest income is currently about 10% overbudget and expected to come in around 15% overbudget. Overall, we predict a surplus, but perhaps not as large as in past years.

### Fund Balance

As of June 30, 2025, the fund balance is \$3,633,318. Of this amount, approximately \$1.3 million is needed to fund operations for the first quarter of the year, until tax revenue is received.

Sharon Whiting CPA  
District Library Treasurer

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 3/31/26

	<u>BALANCE</u> <u>2/28/2026</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>EARNINGS</u>	<u>TRANSFERS</u>	<u>BALANCE</u> <u>3/31/2026</u>
TD Bank General Fund	145,550.59	14,044.05	(184,071.77)	(554.18)	198,347.74	173,316.43
TD Bank Payroll	0.00		(151,652.26)	-	151,652.26	0.00
TD Bank Money Market	1,077,111.43	-		1,829.61	-	1,078,941.04
TD Bank Treasury Bill	513,700.40		-	1,497.18	-	515,197.58
TD Bank Capital Project Fund	3,665.75	-	-		-	3,665.75
Metropolitan Bank Opened 7/03/25	3,561,760.98	-	-	9,297.39	(350,000.00)	3,221,058.37
Key Bank Checking	6,578.32	3,308.42	(213.31)		-	9,673.43
TOTAL:	<u>5,308,367.47</u>	<u>17,352.47</u>	<u>(335,937.34)</u>	<u>12,070.00</u>	<u>-</u>	<u>5,001,852.60</u>

Checks outstanding greater than 90 days old:

## BETHLEHEM PUBLIC LIBRARY

## REVENUE &amp; EXPENSE REPORT

## 9 MONTHS ENDED 3/31/26

## FISCAL YEAR 2025-2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 9 MO. ENDED 3/31/2026	Percent YTD 3/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 9 MO. ENDED 3/31/2025	Percent YTD 3/31/2025
Real Property Taxes	4,711,910	4,631,621	98.3%	4,592,100	4,407,316	96.0%
PILOT	225,000	234,291	104.1%	239,000	277,968	116.3%
Fines	3,000	2,415	80.5%	3,000	1,952	65.1%
Interest on Deposits	121,500	102,692	84.5%	90,000	123,538	137.3%
Lost Book Payments	11,500	8,983	78.1%	8,500	9,119	107.3%
Friends of BPL Contributions	10,000	19,473	194.7%	7,000	6,365	90.9%
Gifts and Donations	10,000	8,931	89.3%	8,000	7,708	96.4%
Photocopier	10,500	11,800	112.4%	8,000	9,662	120.8%
State Aid	26,500	26,989	101.8%	26,000	26,362	101.4%
Grants	-	3,577	0.0%	-	5,920	0.0%
Miscellaneous Income	800	5,631	703.8%	500	483	96.7%
Carryover add'l PILOT FY 24-25	38,000					
<b>Total Revenue</b>	<b>5,168,710</b>	<b>5,056,402</b>	<b>97.8%</b>	<b>4,982,100</b>	<b>4,876,395</b>	<b>97.9%</b>
<b>EXPENSES</b>						
Salaries	2,783,914	2,031,200	73.0%	2,547,087	1,918,232	75.3%
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Insurance	430,000	344,721	80.2%	398,000	288,346	72.4%
Other Benefits	240,194	173,624	72.3%	238,965	156,815	65.6%
Subtotal Salaries & Benefits	3,830,210	2,939,829	76.8%	3,508,294	2,687,309	76.6%
Library Materials - Print	290,000	157,365	54.3%	294,000	176,418	60.0%
Library Materials - Electronic & Audio	290,500	176,760	60.8%	281,000	199,676	71.1%
Subtotal Library Material	580,500	334,125	57.6%	575,000	376,094	65.4%
Operations	633,000	430,095	67.9%	643,900	379,098	58.9%
Capital Expenditures	100,000	64,244	64.2%	100,000	2,350	2.4%
Contingency	25,000	-		35,000	-	
<b>Total Expenses</b>	<b>5,168,710</b>	<b>3,768,294</b>	<b>72.9%</b>	<b>4,862,194</b>	<b>3,444,850</b>	<b>70.8%</b>

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

9 MONTHS ENDED 3/31/26

FISCAL YEAR 2025 - 2026

	ANNUAL BUDGET 2025-2026	YTD ACTUAL 9 MO. ENDED 3/31/2026	Percent YTD 3/31/2026	ANNUAL BUDGET 2024-2025	YTD PRIOR 9 MO. ENDED 3/31/2025	Percent YTD 3/31/2025
<b>Salaries &amp; Benefits</b>						
Salaries-Librarians	1,378,299	1,037,567	75.3%	1,252,089	964,202	77.0%
Salaries-Support Staff	1,206,163	844,746	70.0%	1,226,399	813,276	66.3%
Salaries-Custodians	199,452	148,887	74.6%	188,505	140,755	74.7%
<b>Subtotal Salaries</b>	<b>2,783,914</b>	<b>2,031,200</b>	<b>73.0%</b>	<b>2,666,993</b>	<b>1,918,232</b>	<b>71.9%</b>
Retirement	376,102	390,285	103.8%	324,242	323,915	99.9%
Health Ins.	430,000	344,721	80.2%	398,000	288,346	72.4%
SocSec/Medicare	212,694	151,697	71.3%	206,465	142,741	69.1%
Worker's Comp.	20,000	19,732	98.7%	20,000	12,581	62.9%
Unemployment	5,000	-	0.0%	10,000	-	0.0%
Disability Ins.	2,500	2,195	87.8%	2,500	1,493	59.7%
<b>Subtotal Salaries &amp; Benefits</b>	<b>3,830,210</b>	<b>2,939,829</b>	<b>76.8%</b>	<b>3,628,200</b>	<b>2,687,309</b>	<b>74.1%</b>
<b>Library Materials</b>						
Adult books	171,000	92,563	54.1%	171,000	107,392	62.8%
Periodicals	14,000	11,706	83.6%	18,000	11,598	64.4%
YS Books	85,000	37,452	44.1%	85,000	47,289	55.6%
Special Collections	20,000	15,644	78.2%	20,000	10,138	50.7%
<b>Subtotal Print Materials</b>	<b>290,000</b>	<b>157,365</b>	<b>54.3%</b>	<b>294,000</b>	<b>176,418</b>	<b>60.0%</b>
Audiobooks	15,000	11,289	75.3%	20,000	12,796	64.0%
E-Collections	201,000	131,044	65.2%	201,000	147,973	73.6%
Electronic Resources	50,000	23,836	47.7%	31,000	25,010	80.7%
YS Audiobooks	4,500	1,426	31.7%	4,500	1,758	39.1%
YS Media	-	-	0.0%	2,500	616	24.6%
AS Media	20,000	9,166	45.8%	22,000	11,522	52.4%
<b>Subtotal Electronic &amp; Audio</b>	<b>290,500</b>	<b>176,760</b>	<b>60.8%</b>	<b>281,000</b>	<b>199,676</b>	<b>71.1%</b>
<b>Subtotal Library Materials</b>	<b>580,500</b>	<b>334,125</b>	<b>57.6%</b>	<b>575,000</b>	<b>376,094</b>	<b>65.4%</b>
<b>Operations</b>						
Copiers and supplies	14,000	10,741	76.7%	15,000	9,966	66.4%
Office supplies	17,000	11,680	68.7%	20,000	8,745	43.7%
Custodial supplies	22,000	14,134	64.2%	20,000	16,007	80.0%
Postage	22,000	12,896	58.6%	22,000	15,864	72.1%
Printing & Marketing	35,000	16,817	48.0%	43,200	21,153	49.0%
Van lease & oper.	2,500	305	12.2%	4,000	917	22.9%
Gas and Electric	65,000	70,319	108.2%	75,000	60,453	80.6%
Telecom & Cloud Svcs	25,000	20,568	82.3%	24,000	17,337	72.2%
Water	3,000	2,739	91.3%	3,000	1,868	62.3%
Taxes-sewer & water	3,500	3,094	88.4%	3,500	2,927	83.6%
Refund property taxes	5,000	1,795	35.9%	5,000	4,557	91.1%
Prof. Services	30,000	11,031	36.8%	40,000	5,077	12.7%
Contract Services	50,000	15,081	30.2%	50,000	20,978	42.0%
Insurance	36,000	39,964	111.0%	35,000	34,288	98.0%
Bank Fees	2,500	5,624	224.9%	1,700	4,475	263.2%
Travel/Conference	10,000	3,951	39.5%	3,500	4,968	141.9%
Memberships	3,000	515	17.2%	3,000	819	27.3%
Special Programs	45,000	23,268	51.7%	42,000	14,738	35.1%
Furniture & Equipment	30,000	18,941	63.1%	30,000	17,326	57.8%
IT Hardware & Software	55,000	23,576	42.9%	50,000	10,424	20.8%
Bld & Grnd. Repair	40,000	27,798	69.5%	40,000	9,807	24.5%
Furn/Equip Repair	4,000	1,975	49.4%	3,000	3,700	123.3%
Miscellaneous	6,500	4,783	73.6%	6,500	4,180	64.3%
Audit Service	25,000	23,000	92.0%	25,000	25,750	103.0%
Accounting Service	22,000	20,659	93.9%	22,000	20,065	91.2%
UHLAN fees	60,000	44,844	74.7%	57,500	42,709	74.3%
<b>Subtotal Operations</b>	<b>633,000</b>	<b>430,095</b>	<b>67.9%</b>	<b>643,900</b>	<b>379,098</b>	<b>58.9%</b>
Capital Expenditures	100,000	64,244	64.2%	100,000	2,350	2.4%
Contingency	25,000	-	0.0%	35,000	-	0.0%
<b>TOTAL</b>	<b>5,168,710</b>	<b>3,768,294</b>	<b>72.9%</b>	<b>4,982,100</b>	<b>3,444,850</b>	<b>69.1%</b>

**BETHLEHEM PUBLIC LIBRARY****DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MARCH 2026 BASED ON PRE-APPROVAL		63,612.08
CHECKS DISBURSED IN MARCH 2026 RELATING TO PAYROLL	\$	222,436.54
CHECKS BEING SUBMITTED FOR APPROVAL	\$	147,008.09
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	32,092.75

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 34: PREAPPROVED (MAR 26) For Dates 3/1/2026 - 3/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43425	03/09/2026	2200	**VOID** CCB TECHNOLOGY, INC.	*See Detail Report	-2,662.50
43484	03/01/2026	1831	CDPHP UNIVERSAL BENEFITS, INC.		36,420.61
43485	03/01/2026	2395	CSEA EMPLOYEE BENEFIT FUND		163.74
43486	03/01/2026	720	MVP HEALTH PLAN, INC.		14,538.72
43536	03/09/2026	2200	CCB TECHNOLOGY, INC.	*See Detail Report	2,662.50
43537	03/09/2026	2340	T-MOBILE	260032	998.21
43538	03/09/2026	1161	TOWN OF BETHLEHEM	260478	524.37
43539	03/09/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43539	03/17/2026	1607	**VOID** VERIZON BUSINESS FIOS	260001	-169.79
43540	03/09/2026	1607	VERIZON BUSINESS FIOS	260001	89.00
43540	03/17/2026	1607	**VOID** VERIZON BUSINESS FIOS	260001	-89.00
43541	03/09/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43541	03/09/2026	1607	**VOID** VERIZON BUSINESS FIOS	260001	-199.99
43542	03/09/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43542	03/17/2026	1607	**VOID** VERIZON BUSINESS FIOS	260001	-199.99
43543	03/10/2026	2550	A.M. TECH PLAQUES LLC	260479	218.00
43545	03/17/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43546	03/17/2026	1607	VERIZON BUSINESS FIOS	260001	89.00
43547	03/17/2026	1607	VERIZON BUSINESS FIOS	260001	199.99
43548	03/23/2026	1424	AFLAC NEW YORK		464.57
43549	03/23/2026	2426	JPMORGAN CHASE BANK NA	260495	772.16
43550	03/23/2026	1570	NATIONAL GRID		8,046.13
43551	03/23/2026	1607	VERIZON BUSINESS FIOS	260001	169.79
43552	03/26/2026	1604	CHUBB & SON	260432	837.00

Number of Transactions: 24

**Warrant Total: 63,612.08**

**Vendor Portion: 63,612.08**

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

## Check Warrant Report For A - 35: PAYROLL (MAR 26) For Dates 3/1/2026 - 3/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43487	03/01/2026	712	CIVIL SERVICE EMPL ASSOC INC.		991.80
43544	03/20/2026	712	CIVIL SERVICE EMPL ASSOC INC.		969.37
101095	03/06/2026	709	BPL SPECIAL PAYROLL ACCOUNT		76,719.93
101096	03/06/2026	710	NYS INCOME TAX BUREAU		4,378.99
101097	03/06/2026	1946	IRS - PAYROLL TAX PMT		24,420.15
101098	03/06/2026	2003	NEW YORK STATE DEFERRED		3,495.29
101099	03/20/2026	709	BPL SPECIAL PAYROLL ACCOUNT		74,932.33
101100	03/20/2026	710	NYS INCOME TAX BUREAU		4,290.26
101101	03/20/2026	730	NYS EMPLOYEES RETIREMENT SYSTE		4,641.49
101102	03/20/2026	1946	IRS - PAYROLL TAX PMT		24,062.56
101103	03/20/2026	2003	NEW YORK STATE DEFERRED		3,534.37
<b>Number of Transactions: 11</b>				<b>Warrant Total:</b>	<b>222,436.54</b>
				<b>Vendor Portion:</b>	<b>222,436.54</b>

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_

Date
Signature
Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 39: BILL SCHEDULE (APR 26) For Dates 4/14/2026 - 4/14/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43560	04/14/2026	30	ALBANY PUBLIC LIBRARY-MAIN BR	260487	43.83
43561	04/14/2026	2420	AMAZON CAPITAL SERVICES INC	260490	1,409.64
43562	04/14/2026	2531	ANNA LAROSE	260451	100.00
43563	04/14/2026	2457	AQUATIC ALLIES	260012	150.00
43564	04/14/2026	94	BLACKSTONE AUDIO BOOKS	260436	85.88
43565	04/14/2026	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	260526	553.11
43566	04/14/2026	2333	CASTUS CORPORATION	260494	2,400.00
43567	04/14/2026	827	PHYLLIS CHAMBERS		619.50
43568	04/14/2026	1137	CORNELL COOPERATIVE EXTENSION	260315	75.00
43569	04/14/2026	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	260005	771.42
43570	04/14/2026	2168	CRAILO STATE HISTORIC SITE	260539	25.00
43571	04/14/2026	1434	DELL MARKETING L.P.	*See Detail Report	4,380.43
43572	04/14/2026	1220	DEMCO, INC	*See Detail Report	13,309.72
43573	04/14/2026	1981	DUDLEY OBSERVATORY	260504	200.00
43574	04/14/2026	2557	EARTHWORLD COMICS	260411	63.80
43575	04/14/2026	1991	EASTERN MANAGED PRINT NETWORK LLC	260003	1,169.55
43576	04/14/2026	2215	ELM USA, INC	260499	38.11
43577	04/14/2026	2565	FAN CRUICKSHANK	260533	34.00
43578	04/14/2026	1986	FIRSTLIGHT FIBER	260460	764.21
43579	04/14/2026	2562	FRIENDS OF ULYSSES S. GRANT COTTAGE	260509	100.00
43580	04/14/2026	2361	FUN EXPRESS, LLC	*See Detail Report	1,790.23
43581	04/14/2026	1965	PATRICIA GEROU		619.50
43582	04/14/2026	2174	GREENE COUNTY HISTORICAL SOCIETY	260530	40.00
43583	04/14/2026	787	GUILDERLAND PUBLIC LIBRARY	*See Detail Report	30.97
43584	04/14/2026	745	MARY HARTMAN		619.50
43585	04/14/2026	2171	HISTORIC CHERRY HILL	260538	25.00
43586	04/14/2026	2439	HUDSON RIVER MARITIME MUSEUM	260537	100.00
43587	04/14/2026	2518	INGRAM LIBRARY SERVICES LLC	*See Detail Report	13,177.36
43588	04/14/2026	2322	KANOPY INC.	260016	1,720.00
43589	04/14/2026	1155	LAKESHORE LEARNING MATERIALS	*See Detail Report	986.08
43590	04/14/2026	2436	LAW OFFICE OF STEPHANIE A. ADAMS, PLLC	260477	200.00
43591	04/14/2026	2261	LIBRARY IDEAS, LLC	260486	723.20
43592	04/14/2026	2555	MELANIE CHIRIGNAN	260354	400.00
43593	04/14/2026	1024	**CONTINUED** MIDWEST TAPE LLC		0.00
43594	04/14/2026	1024	MIDWEST TAPE LLC	*See Detail Report	3,357.16
43595	04/14/2026	377	MOORE FIRE EXTINGUISHER	260488	426.50
43596	04/14/2026	1172	ANNE B MOSHER		619.50
43597	04/14/2026	2148	NORTHEAST PEST CONTROL	260013	199.00
43598	04/14/2026	2088	NYSID	260523	85.48
43599	04/14/2026	1823	OVER DRIVE INC.	*See Detail Report	15,196.59

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 39: BILL SCHEDULE (APR 26) For Dates 4/14/2026 - 4/14/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
43600	04/14/2026	450	PHILLIPS HARDWARE INC	260007	54.93
43601	04/14/2026	458	PITNEY BOWES INC	260008	99.00
43602	04/14/2026	2430	PLAYAWAY PRODUCTS LLC	260475	56.99
43603	04/14/2026	2339	PRONUNCIATOR LLC	260482	1,450.00
43604	04/14/2026	1490	REPEAT BUSINESS	260073	241.41
43605	04/14/2026	984	RESERVE ACCOUNT-PITNEY BOWES	260514	1,000.00
43606	04/14/2026	1633	SAND LAKE TOWN LIBRARY	260513	18.95
43607	04/14/2026	2247	SHORT AND STOUT TEA COMPANY LLC	260497	150.00
43608	04/14/2026	2251	SPECTRUM/CHARTER COMMUNICATIONS	260101	120.00
43609	04/14/2026	2038	STAPLES BUSINESS ADVANTAGE	*See Detail Report	1,208.58
43610	04/14/2026	2154	STERICYCLE, INC.	260014	109.91
43611	04/14/2026	2340	T-MOBILE	260032	939.87
43612	04/14/2026	2520	TONIES US, INC	260444	372.00
43613	04/14/2026	2307	TRANE U.S. INC.	260532	23,602.00
43614	04/14/2026	2344	ULINE, INC.	*See Detail Report	527.12
43615	04/14/2026	2396	UNIQUE MANAGEMENT SERVICES, INC.	260466	9,155.00
43616	04/14/2026	632	UPPER HUDSON LIBRARY SYSTEM	*See Detail Report	32,583.42
43617	04/14/2026	1607	VERIZON BUSINESS FIOS	260001	215.05
43618	04/14/2026	1968	VERIZON WIRELESS	260004	125.00
43619	04/14/2026	746	VOORHEESVILLE PUBLIC LIBRARY	260511	12.99
43620	04/14/2026	645	**CONTINUED** W W GRAINGER INC		0.00
43621	04/14/2026	645	W W GRAINGER INC	*See Detail Report	2,850.36
43622	04/14/2026	1884	W.B. MASON CO., INC.	*See Detail Report	423.50
43623	04/14/2026	2305	WHITEMAN OSTERMAN & HANNA LLP	260202	1,500.00
43624	04/14/2026	1593	WILLIAM K. SANFORD LIBRARY	260510	7.99
43625	04/14/2026	2044	WMHT	260344	60.00
43626	04/14/2026	2423	YOUNG LANDSCAPES LLC	260149	3,514.75

Number of Transactions: 67

**Warrant Total: 147,008.09**

**Vendor Portion: 147,008.09**

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Signature Title

# BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For H - 8: BILL SCHED - APR 26 (H FUND) For Dates 4/1/2026 - 4/30/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10012	04/07/2026	2553	BPI MECHANICAL SERVICES	260251	29,617.75
10013	04/07/2026	2305	WHITEMAN OSTERMAN & HANNA LLP	260527	2,475.00
<b>Number of Transactions: 2</b>				<b>Warrant Total:</b>	<b>32,092.75</b>
				<b>Vendor Portion:</b>	<b>32,092.75</b>

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Signature Title

April 13, 2026 - Board of Trustee Meeting											
<b>Personnel Report</b>											
Title	Dept.	Current Hours to be Approved	Former Hours if Changed	Salary/Rate	Previous or Current Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
<b>Previously Approved to Fill</b>											
Library Page, Part-Time	Collection Maintenance	10.1 hrs/wk	12.8 hrs/wk	\$16.00/hour	F. Green	3/16/2026	3/9/2026	Filled	A. Kall	3/27/2026	Hire
<b>Action Requested</b>											
Library Clerk, Part-Time	Circulation Services	9.57 hrs/wk		\$18.83/hour	D. Janse	4/8/2026					
<b>Positions Held</b>											
Library Page Part-Time	Collection Maintenance	5.4 hrs/wk	11.4 hrs/wk	\$16.00/hour	A. Glass	8/18/2025	8/11/2026				
Library Page, Part-Time	Collection Maintenance	12.8 hrs/wk		\$16.00/hour	H. Voorhaar	3/19/2026	3/9/2026				

## Director's Report April 2026

### **Building and Grounds**

The boiler replacement project is nearly complete. Major installation is finished and we are awaiting final hook up to our building control system and inspection by the insurance company before it is fully online. The boiler itself has been tested and is working as designed.

CSArch is scheduled to deliver design development documents for the 59 Borthwick project at the end of April. After those document sets are delivered, we will have a meeting with the architects to finalize construction documents. They are in contact with the building department.

### **Circulation, Technical Services, and Collection Maintenance**

We have switched away from our former newsletter and patron engagement software. The two most recent email newsletters have been sent using the new system. The implementation has been seamless so far. The software also allows for emergency staff notification for unexpected closures via text.

The library's mobile app continues to be a robust tool for accessing library services and the catalog. Some of the issues noted with the new online catalog are not present in the app-driven catalog. Patrons can use the shelf-checkout feature on the app when at the library. Search for UHLS Libraries in the Google play or app store.

### **Youth Services**

In addition to a thorough weeding of the collection, Youth Services staff collaborated with Tech Services to introduce new genre sections within the picture book collection. These breakout sections highlight some of the most popular themes found in picture books such as seasons, colors and favorite characters. This project was created to improve browsing and will hopefully increase circulation. *Seasons*, our first featured genre section, is now on display in the Children's Place.

Early Literacy Programs (Responsible staff: Mary D., Alex D., Shannon M., & Lauren K., Elnora B.)

- Weekly Series
  - Tiny Tots (5 sessions) – Attendance: 42, 36, 39, 43, 34
  - Music and Movement (8 sessions) – Attendance: 73, 53, 43, 73, 61, 62, 38, 65
  - Family Play Time (6 sessions) – Attendance: 28, 37, 51, 43, 40, 4
  - Family Story Time (4 sessions) – Attendance: 35, 29, 30, 46
  - Pre-K Story Time (4 sessions) – Attendance: 30, 16, 5, 10
- PJ Story Time (1 session) – Attendance: 14
- Saturday Story Time Series
  - Saturday Story Time (3 sessions) – Attendance: 26, 30, 42
- Sensory Story Time Series
  - Sensory Play Time (1 session) – Attendance: 8
  - Sensory Story and Play Time (1 session) – Attendance: 15

Creation Station: Spring Rainbow (3/2 - 3/8) – Drop-in craft in the Children’s Place. The March craft prompted children to create their own paper rainbow in the Children’s Place to take home. Responsible staff: Lauren K. Attendance: 162

Bethlehem Early Readers Club (3/14) – This spring-themed story time incorporated movement and scarf songs to engage young participants. Caregivers received take-home copies of two spring-themed fingerplays, along with an Early Literacy Tips handout. Giveaway books included *Inside, Outside...All Around!* and *City Mouse–Country Mouse* and *Two More Mouse Tales* from Aesop. During the question-and-answer period and social time, families enjoyed light refreshments, including veggie straws. Responsible staff: Elnora B. Attendance: 35

MiSci Science Solutions (3/10) – An educator from the MiSci Museum led a hands-on science program exploring the origins of Silly Putty, which was developed in response to a rubber shortage during World War II. Children were highly engaged as they discussed problem-solving, atoms, polymers and the scientific method. Participants then worked through three mixtures using glue, borax, and water to replicate a Silly Putty-like substance. Responsible staff: Elnora Attendance: 14

Salt Painting (3/17) – This program drew a mix of children and caregivers and featured a simple yet engaging salt-painting craft. Participants “drew” designs using white glue, covered the glue with salt, and then applied watercolors to create a raised, three-dimensional effect. While we discovered afterward that specialized watercolor paper would have worked better for this activity, the process was still a success. Responsible staff: Lauren K. Attendance: 14

Saturday Story Time (3/7, 3/21, 3/28) – Our Saturday Story Time programs continue to be extremely well attended and are met with an excellent response from families. These programs provide an important early literacy opportunity for children and caregivers who are unable to attend weekday story times. We have seen attendance numbers steadily increase over the last year. Attendance: 26, 30, 42

Sensory Play Story Time (3/20) – This program focused on building early literacy and observation skills through animal identification and sound recognition. Children were especially engaged while searching for the hidden walrus in *Where's Walrus?* The program featured readings of *Polar Bear, Polar Bear, What Do You Hear?* by Bill Martin Jr. and *Where's Walrus?* by Stephen Savage. Between stories, the group participated in movement songs such as “Head, Shoulders, Knees and Toes” and “Teddy Bear, Teddy Bear.” Before transitioning to free play, children danced with scarves, adding a lively and sensory-rich element to the session. Responsible staff: Shannon M. Attendance: 15

Spring Story Time and Craft (3/27) – Following a brief story time, children created spring-themed pictures using stamps and ink (a favorite activity), along with crayons, glue, and paper. Several parents expressed interest in the next Story Time and Craft program. Responsible staff: Elnora B. Attendance: 46



Story Time with Shannon the Irish Dancer (3/13) – Shannon led a story time focused on leprechauns, featuring *The Night Before St. Patrick's Day* by Natasha Wing, *How to Trap a Leprechaun* by Sue Fliess, and *There Was an Old Lady Who Swallowed a Clover* by Lucille Colandro. Between stories, children stretched and moved along to “Head, Shoulders, Knees and Toes” and participated in a gold coin felt board game. The program concluded with an energetic dance party that had everyone up and moving around. Responsible staff: Shannon M. Attendance: 32



## Adult Services

The Library's new adult fiction area saw an upgrade this month. New, larger shelving units were added, which allowed us to consolidate our Express collection with the rest of new fiction and add additional space for new material and displays. We've received a number of positive comments from patrons about the change.



A Little Sunday Music: Hungrytown (3/22) – Hungrytown, the artistic collaboration of Rebecca Hall and Ken Anderson joined us for a well-received performance on a rainy Sunday afternoon. Their music featured a blending of traditional folk music with rich harmonies and intricate instrumentation. The library's Little Sunday Music series is generously supported by the Friends of Bethlehem Public Library.

Responsible staff: Erin. Attendance: 42

Listen and Learn: The Women of Schuyler Mansion (3/6) – We had overwhelming interest in this local history installment of our Listen & Learn Friday morning program series where we learned what it was like growing up as a Schuyler. We took an in-depth look at the history of the Schuyler sisters and the life of their mother, Catharine, including their daily lives, and the impact they had in shaping their family's history. The presentation also explored the experiences of

women enslaved by the Schuylers, as well as an inside peek at the process of uncovering their untold stories. Due to numerous public requests, we will offer this program again this summer as part of our America 250 series.

Responsible staff: Robert. Attendance: 98

Backyard Beekeeping (3/26) – Cindy Elsenbeck from the Southern Adirondack Beekeepers Association joined us to talk about the benefits and how-to's of keeping honey bees. The presenter was knowledgeable and engaging. She even brought honey from her own backyard bees for attendees to taste.

Responsible staff: Kyle. Attendance: 27

BHA Speaker Series: James Selkirk and Wartime Community (3/24) – In partnership with the Bethlehem Historical Association, we offered a presentation examining the close connections formed between James Selkirk and the men with whom he served during the American War of Independence. Presented by Robb Haberman, a historian of early America who studies media and memory in the American Revolution. Mr. Haberman's new book on James Selkirk will be published in May 2026. A recording of this program can be found on the library's YouTube channel.

Responsible staff: Luke. Attendance: 67



Competitive Puzzling (3/21) – Puzzle solvers were invited this month to work solo or in a group to see who could solve a 500-piece puzzle fastest and become the reigning library puzzle champion. This program series continues to be a popular draw for people from multiple age groups with excellent overall attendance. We always have a waitlist.

Responsible staff: Erin. Attendance: 40



Needle Felting: Mini Flower Wreath (3/13) – We had nice group join us for another night of needle felting as we got ready for spring and made mini (4-inch) wreaths adorned with needle-felted flowers.

Responsible staff: Sarah. Attendance: 19



Mahjong (3/17) – The third session of Mahjong was successful and well-attended. Beginners gathered in the Community Room to continue their lessons. They worked through hands-on activities, quizzes, and worksheets to familiarize themselves with the basics of Mahjong. Experienced players met in the Board Room and were matched up in groups of 4 to play. Registration for April is likely to be at capacity.

Responsible staff: Luke. Attendance: 31

Movie & Make: The Grand Budapest Hotel (3/19) – We invited the community to join us for a relaxing evening at the library to view Wes Anderson's whimsical film The Grand Budapest Hotel and work on some informal crafts inspired by the film's vibrant colors and quirky style while they watched.

Responsible staff: Kyle. Attendance: 7

Tea 101 (3/12) – Presenters from Short & Stout Tea led an hour-long educational and tea tasting session. It was a full house and the group of attendees was engaged and really enjoyed the event. They will return in April for a historical discussion of tea, Tea in History.

Responsible staff: Sarah. Attendance: 28



We offered three live online talks this month, including:

- Unlock the Hidden Power of Dreams with Sleep Expert Michelle Carr (3/11). Live Attendance: 34
- Book Portals and Journeys of Literary Magic with Kate Quinn (3/12). Live Attendance: 20
- America's Failed Response to the Opioid Crisis with Author Shoshana Walter (3/24). Live Attendance: 5

We also added three virtual recorded author talks this month including:

- Swashbuckling Heroines and High Seas Adventures with Novelist Vanessa Riley. 30-day Viewing Total: 20
- Mojos, Mermaids, Medicine, and 400 Years of Black Women's Magic with Dr. Lindsey Stewart. 30-day Viewing Total: 22
- Smithsonian's Gamble: The Incredible History Behind the World's Largest Museum with Smithsonian Curator Emeritus Tom Crouch. 30-day Viewing Total: 59

## Outreach

Bethlehem Town Eggstravaganza (3/28) – Youth Services staff attended the event and offered a spring-themed take-and-make craft for families. Special thanks to Lauren and Deanna for the time and care they put into the craft kits we used for this program. Responsible staff: Elnora B. Attendance: 450

Elsmere Elementary After School Program (3/5, 3/12, 3/19, 3/26) – Staff visited the Elsmere Elementary After School Picture Book Art program four times during March. Each visit featured a thematically paired picture book — *The Adventures of Beekle the Unimaginary Friend*, *Home in a Lunchbox*, and two dragon-themed titles. Each book was followed by hands-on, multi-media art activities, including journaling, sculpture, watercolor, collage, and exploratory techniques such as salt effects. Kudos to Elnora for all the time she put into this outreach series.  
Responsible staff: Elnora B. Attendance: 13, 11, 12, 11

Hamagrael Elementary After School Gaming (3/10, 3/17, 3/24, 3/31) – Staff brought a wide variety of board and card games to our outreach visits during Hamagrael Elementary School’s Gaming Hour. The most popular selections included Bananagrams, Five Second Rule, Chronology, as well as several games provided by a parent volunteer. While many students participated in the gaming activities, others chose to use the time to work on homework. We look forward to continuing this successful collaboration and pursuing similar partnerships in the future. Responsible staff: Alex D., Lauren K. Attendance: 16, 14, 14, 14

Senior Outreach, The Spinney at Van Dyke (3/18) – We brought our outreach collection of books and other items to this age 55+ community again in March. We had a small number of residents stop by again. Robert was joined by Melissa from the Circulation Department, who was a big help.  
Responsible staff: Robert & Melissa. Engagement: 5

### **Meetings and Miscellany**

Preparation for the May Friends of the Library Booksale Fundraiser have begun in earnest. The Studio Makerspace has been put out of service to be used as book storage until after the sale.

I was informed by our contacts at Albany County that the government healthcare cooperative that was being pursued is on permanent pause.

### **Continuing Education and Committee Work**

Phil - Director Handbook Book Club: Kick Off - What's New in the New Edition

Erin - UHLS Adult Services Advisory Council (ASAC) Meeting, 3/26

Sarah - UHLS Equity Committee, virtual meeting, 3/26  
Geoffrey Kirkpatrick, Library Director

Alex - Promoting Literacy Through Manga – Presented by School Library Journal, 3/24

Dan - The Handbook of Black Librarianship: Representation While Leading – Presented by the New York State Library, 3/20

Elnora - Dinosaurs for Librarians 101 – Presented by CSLP, 3/27

Lauren - Microaggressions in the Library – Presented by Library Employees of Color of SCLA & Long Island Library Pride Alliance, 3/12

- 4-H STEM Adventures and Summer Reading Surprises for Unearth a Story – Presented by Cornell Cooperative, 3/24

Mary - Story Time Palooza Book Share! – Presented by Upper Hudson Library System, 3/19

Geoff - NYLA Friends of Libraries Section – board meeting, 3/4

- UHLS Directors Association, 3/6

- Long Island University Advanced Certificate Program, presented on budgeting for emerging library leaders, 3/11

- NYLA Continuing Education Committee, 3/16

- UHLS E-content Advisory Council, 3/25

Library Collection				2024-25	Current Total
Adult fiction				28,103	26,752
Adult non-fiction				28,974	27,609
Adult audio				4,748	3,586
Adult video				7,685	6,513
Young adult fiction				5,030	4,762
Young adult nonfiction				664	677
Young adult audiobooks				295	287
Children's fiction				30,514	29,729
Children's non-fiction				15,416	13,278
Children's audiobooks				1,528	1,416
Children's video				1,055	767
OverDrive - UHLS Shared				161,068	177,948
e-magazines				5,934	6,583
Electronic (games, ereaders)				398	373
Total				291,412	300,280
Library Programs	Mar-26	Mar-25	% change	2024-25	F-Y-T-D
Programs	102	88	15.9%	860	716
Program attendance	2,313	2,589	-10.7%	24,760	18,113
Outreach Programs	11	6	83.3%	71	44
Outreach Attendance	674	281	139.9%	12,569	7,444
Circulation	Mar-26	Mar-25	% change	2024-25	F-Y-T-D
Adult fiction	13,577	13,931	-2.5%	151,877	123,687
Adult non-fiction	6,895	7,453	-7.5%	75,666	59,286
Adult audio	7,016	6,843	2.5%	70,190	59,865
Adult video	6,555	5,665	15.7%	58,933	47,891
Magazines	5,608	3,026	85.3%	29,371	36,795
Young adult fiction	1,265	1,391	-9.1%	16,405	12,202
Young adult nonfiction	95	70	35.7%	1,049	986
Young adult audiobooks	302	267	13.1%	3,129	2,561
Children's fiction	12,059	13,336	-9.6%	135,923	104,711
Children's non-fiction	3,851	3,777	2.0%	34,053	28,094
Children's audiobooks	1,413	1,465	-3.5%	15,159	11,890
Children's video	275	247	11.3%	4,398	2,826
Electronic (games, ereaders)	620	537	15.5%	6,325	4,737
Total	59,531	58,008	2.6%	602,478	495,531
Interlibrary Loan	Mar-26	Mar-25	% change	2024-25	F-Y-T-D
Borrowed from others	5,764	6,030	-4.4%	62,096	51,357
Loaned to others	4,795	4,992	-3.9%	52,037	39,380
Miscellaneous	Mar-26	Mar-25	% change	2024-25	F-Y-T-D
Visits to our home page	106,750	29,841	257.7%	361,097	532,408
Public use of meeting rooms	35	64	-45.3%	376	245
Public meeting attendance	461	723	-36.2%	3,973	2,847
Staff use & library programs	82	82	0.0%	757	662
Study room sessions	474	475	-0.2%	4,767	4,041
Tech room/ Studio use	0	6	-100.0%	85	37
Door count	21,443	21,024	2.0%	209,786	172,368
Registered BPL borrowers	135	91	48.4%	1,187	1,002
Computer signups	1,637	1,515	8.1%	14,914	12,713
Museum Pass use	73	112	-34.8%	1,365	1,266
E-book use	6,620	6,880	-3.8%	72,557	57,280
E-audiobook use	7,040	6,288	12.0%	65,776	58,705
E-periodical use	5,364	2,484	115.9%	27,000	34,761
Streaming video use	2,261	1,899	19.1%	19,281	16,873
BCSD use via Overdrive	397	326	21.8%	2,654	2,185
Equipment	714	431	65.7%	4,304	5,647
Wireless Use	8,734	9,769	-10.6%	106,181	78,804

**Annual Report For Public And Association Libraries**

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

**1. GENERAL LIBRARY INFORMATION**

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	8400011730
1.2Library Name	BETHLEHEM PUBLIC LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Delmar
1.6Beginning Fiscal Reporting Year	07/01/2024
1.7Ending Fiscal Reporting Year	06/30/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	07/01/2024
1.12Ending Local Fiscal Year	06/30/2025
1.13Address Status	no change from the prior year

1.14Street Address	451 DELAWARE AVENUE
1.15City	DELMAR
1.16Zip Code	12054
1.17Mailing Address	451 DELAWARE AVENUE
1.18City	DELMAR
1.19Zip Code	12054
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	518-439-9314
1.21E-Mail Address (enter M (Missing) if no E-Mail)	director@bethpl.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	www.bethpl.org
1.23Population Chartered to Serve (per 2020 Census)	28,631
1.24Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/10/1931
1.29Date the library was last registered	02/26/1914
1.30Federal Employer Identification Number	146000275
1.31County	ALBANY
1.32School District	Bethlehem Central School District
1.33Town/City	Bethlehem
1.34Library System	Upper Hudson Library System

-  
THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	Caroline Brancatella
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

-  
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Geoffrey
1.37 Last Name of Library Director/Manager	Kirkpatrick
1.38 NYS Public Librarian Certification Number	22028
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	director@bethpl.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	Y

**Public Votes / Contracts**

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	Y
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025 )	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
Bethlehem Central School District		05/20/2025	Yes	budget vote	\$4,592,100	\$119,810	\$4,711,910

School District	(school district public library only)
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This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

**Contractual Agreements**

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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-  
Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting	1.46b Is this a written	1.46c Population of the	1.46d Dollar amount of	1.46e Enter the

municipality or district	contractual agreement?	geographic area served by this contract	contract appropriate code for range of services provided (select one):
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**Unusual Circumstances**

<p>1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.</p>	
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**2. LIBRARY COLLECTION**

**Physical Holdings**

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

**PRINT MATERIALS****Cataloged Books**

2.1Adult Fiction Books	33,133
2.2Adult Non-fiction Books	29,638
2.3Total Adult Books (Total questions 2.1 & 2.2)	62,771
2.4Children's Fiction Books	30,514
2.5Children's Non-fiction Books	15,416
2.6Total Children's Books (Total questions 2.4 & 2.5)	45,930
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	108,701

**Other Print Materials**

2.8Total Uncataloged Books	0
2.9Total Print Serials	158
2.10All Other Print Materials	2,340
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	2,498
2.12Total Print Materials (Total questions 2.7 and 2.11)	111,199

**ALL OTHER MATERIALS**

2.13Audio - Physical Units	6,571
2.14Video - Physical Units	8,740
2.15Other Circulating Physical Items	988
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	16,299

**Grand Total / Additions to Holdings**

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	127,498
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**ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18Cataloged Books	11,986
2.19All Other Print Materials	552
2.20All Other Materials	1,246
2.21Total Additions (Total questions 2.18 through 2.20)	13,784

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

**LIBRARY USE**

3.1Library visits (total annual attendance)	227,587
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	19,414
3.3Registered non-resident borrowers	58

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open meeting policy?	Y
3.5 Does the library have an Internet use policy?	Y
3.6 Does the library have a board-approved conflict of interest policy?	Y
3.7 Does the library have a board-approved whistle blower policy?	Y
3.8 Does the library have a board-approved sexual harassment prevention policy?	Y

**ACCESSIBILITY (Answer Y for Yes, N for No)**

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

**3.15 - If so, what do you have? If no, go to next question**

screen reader, such as JAWS, Windoweyes or NVDA	Y
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	Y
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

**Library Sponsored Programs**

**LIVE PROGRAM SESSIONS and ATTENDANCE**

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

## Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

**IMPORTANT:** If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

**NOTE:** Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	269
3.17bAttendance at Sessions Targeted at Children Ages 0-5	12,076
3.18aNumber of Sessions Targeted at Children Ages 6-11	170
3.18bAttendance at Sessions Targeted at Children Ages 6-11	7,891
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	68
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	1,403
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	272
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	4,057
3.21aNumber of General Interest Program Sessions	56
3.21bAttendance at General InterestProgram Sessions	9,996
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	835
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	35,423

**Live Programs Categorized by Venue**

3.24a Total Live Onsite Program Sessions <sup>1</sup>	714
3.24b Total Live Onsite Program Attendance	19,323
3.25a Total Live Offsite Program Sessions <sup>2</sup>	84
3.25b Total Live Offsite Program Attendance	15,634
3.26a Total Live Virtual Program Sessions <sup>3</sup>	37
3.26b Total Live Virtual Program Attendance	466
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	835
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	35,423

**Prerecorded and One-on-One Programs**

3.29 Total Number of Prerecorded Program Presentations	42
3.30 Total Views of Prerecorded Program Presentations within 30 Days	1,475
3.31 One-on-One Program Sessions	3,758
3.32 Attendance at One-on-One Program Sessions	5,006

**Teen-Led Promotions**

3.33 Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	No
3.34e Does your library use TikTok for promotion?	No

**SUMMER READING PROGRAM**

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	441
3.38Young adults registered for the library's summer reading program	99
3.39Adults registered for the library's summer reading program	283
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	823
3.41aChildren's program sessions - Summer 2025	72
3.41bChildren's program attendance - Summer 2025	4,579
3.42aYoung adult program sessions - Summer 2025	25
3.42bYoung adult program attendance - Summer 2025	340
3.43aAdult program sessions - Summer 2025	39
3.43bAdult program attendance - Summer 2025	1,264
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	136
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	6,183
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

**COLLABORATORS**

3.48Public school district(s) and/or BOCES	1
3.49Non-public school(s)	2
3.50Childcare center(s)	1
3.51Summer camp(s)	0
3.52Municipality/Municipalities	1
3.53Literacy provider(s)	0
3.54Other (describe using the State note) <sup>4</sup>	4
3.55Total Collaborators (total 3.48 through 3.54)	9

**Early Literacy**

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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**EARLY LITERACY PROGRAMS**

3.57a Focus on birth - school entry (kindergarten) sessions	5
3.57b Focus on birth - school entry (kindergarten) attendance	97
3.58a Focus on parents & caregivers sessions	0
3.58b Focus on parents & caregivers attendance	0
3.59a Combined audience sessions	251
3.59b Combined audience attendance	9,912
3.60 Total Sessions	256
3.61 Total Attendance	10,009

**3.62 - Collaborators (check all that apply):**

3.62a. Childcare center(s)	Yes
3.62b. Public School District(s) and/or BOCES	No
3.62c. Non-Public School(s)	No
3.62d. Health care providers/agencies	No
3.62e. Other (describe using the State note) <sup>5</sup>	Yes

**Adult Literacy**

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ADULT LITERACY**

3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.64a Total group program sessions	13
3.64b Total group program attendance	91
3.65a Total one-on-one program sessions	0
3.65b Total one-on-one program attendance	0

**3.66 - Collaborators (check all that apply)**

3.66a. Literacy NY (Literacy Volunteers of America)	No
3.66b. Public School District(s) and/or BOCES	No
3.66c. Non-Public Schools	No
3.66d. Other (see instructions and describe using Note)	No

**ESOL / Digital Literacy**

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68a Children's program sessions	1
3.68b Children's program attendance	51
3.69a Young adult program sessions	0
3.69b Young adult program attendance	0
3.70a Adult program sessions	7
3.70b Adult program attendance	11
3.71 Total program sessions (total 3.68a + 3.69a + 3.70a)	8
3.72 Total program attendance (total 3.68b + 3.69b + 3.70b)	62
3.73a One-on-one program sessions	0
3.73b One-on-one program attendance	0

**3.74 - Collaborators (check all that apply):**

3.74a. Literacy NY (Literacy Volunteers of America)	No
3.74b. Public School District(s) and/or BOCES	No
3.74c. Non-Public School(s)	No
3.74d. Other (describe using the Note)	

**DIGITAL LITERACY**

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75 Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a Total group program sessions	16
3.76b Total group program attendance	164
3.77a Total one-on-one program sessions	112
3.77b Total one-on-one program Attendance	249

**4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

**Circulation / Reference Transactions**

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit ( e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

**CATALOGED BOOK CIRCULATION**

4.1Adult Fiction Books	124,630
4.2Adult Non-fiction Books	70,072
4.3Total Adult Books (Total questions 4.1 & 4.2)	194,702
4.4Children's Fiction Books	138,227
4.5Children's Non-fiction Books	36,139
4.6Total Children's Books (Total questions 4.4 & 4.5)	174,366
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	369,068

**CIRCULATION OF OTHER MATERIALS**

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	8,402
4.8bCirculation of Adult Other Materials - Audio/Visual	56,793
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	1,199
4.9bCirculation of Children's Other Materials - Audio/Visual	15,367
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	9,601
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10) <sup>6</sup>	450,829
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

**REFERENCE TRANSACTIONS**

4.14Total Reference Transactions	64,288
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16TOTAL MATERIALS RECEIVED	67,450
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.17TOTAL MATERIALS PROVIDED	56,425
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**E-RATE**

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	N
4.20If yes, in which consortium are you participating?	N/A

**5. ELECTRONIC USE****Electronic Holdings**

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

**Electronic Books**

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library?	Yes
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Serials**

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library?	Yes
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Audio**

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

**Electronic Video**

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	Yes
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

**Research Databases**

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	Yes
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

**Online Learning**

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library?	Yes
5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

**E-Material Circulation**

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period	77,877
5.20 The total circulation of e-serials during the reporting period.	30,228
5.21 The total circulation of e-audio during the reporting period	71,039
5.22 The total circulation of e-videos during the reporting period.	21,532

**6. STAFF INFORMATION**

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	15.51
6.7 Vacant Librarian	1.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff	27.84
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	44.35
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

**SALARY INFORMATION**

6.14 FTE - Library Director (certified)	1
6.15 Salary - Library Director (certified)	\$131,689
6.16 FTE - Library Manager (not certified)	
6.17 Salary - Library Manager (not certified)	
6.18 FTE - Librarian	1
6.19 Salary - Librarian	\$60,346

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

**7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:**

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

-

7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
---	---

**7.10. Provides**

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

-

7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

**8. PUBLIC SERVICE INFORMATION**

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1
8.2 Branches	0
8.3 Bookmobiles	0
8.4 Other Outlets	0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

**PUBLIC SERVICE HOURS - Report hours to two decimal places.**

8.6 Minimum Weekly Total Hours - Main Library	67.00
8.7 Minimum Weekly Total Hours - Branch Libraries	0.00
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	67.00
8.10 Annual Total Hours - Main Library	3,511.00
8.11 Annual Total Hours - Branch Libraries	0.00
8.12 Annual Total Hours - Bookmobiles	0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,511.00

**9. SERVICE OUTLET INFORMATION**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to [support@countingopinions.com](mailto:support@countingopinions.com) and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

**Name**

Location		1. Outlet Name	2. Outlet Name Status
BETHLEHEM PUBLIC LIBRARY		BETHLEHEM PUBLIC LIBRARY	no change from the prior year

**Address**

Location		3. Street Address	4. Outlet Street Address Status
BETHLEHEM PUBLIC LIBRARY		451 DELAWARE AVENUE	no change from the prior year

**Address / Phone**

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
BETHLEHEM PUBLIC LIBRARY		DELMAR	12054	(518) 439-9314

**Contact**

Location		8. E-mail Address	9. Outlet URL
BETHLEHEM PUBLIC LIBRARY		director@bethpl.org	www.bethpl.org

Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
BETHLEHEM PUBLIC LIBRARY		ALBANY	Bethlehem Central School District	Upper Hudson Library System	Central Library

**Hours / Meetings**

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
BETHLEHEM PUBLIC LIBRARY		3,511	52	6	2	401	N

**Building**

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
BETHLEHEM PUBLIC LIBRARY		LO	School District	School District	1972	2026

**Space / Use**

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
BETHLEHEM PUBLIC LIBRARY		32,360	36	16,181	Annual Count

**Internet Connection**

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
BETHLEHEM PUBLIC LIBRARY		Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps

**Internet / WiFi**

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
BETHLEHEM PUBLIC LIBRARY		<sup>7</sup> Other (specify using the State note)	No restrictions to access	116,957	Annual Count

**Accessibility / Makerspace**

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
BETHLEHEM PUBLIC LIBRARY		Y	Y	Y

**ID**

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
BETHLEHEM PUBLIC LIBRARY		8400011730	NY0702	0	no change

**10. OFFICERS AND TRUSTEES**

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

**Trustees and Terms / Trustee Names**

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

**BOARD MEETINGS**

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	
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**NUMBER OF TRUSTEES AND TERMS**

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	N/A
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	N/A
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	7
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

**BOARD MEMBER SELECTION**

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
--	---

-  
List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10 .7a Status	10 .7b Name of Board Member	10. 7c Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10 .7n The date the Oath of Office (	10 .7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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Filled	Caroline	Brancatella	Delmar	12054	President	July	2023	June	2028	Yes	07/10/2023	07/20/2023	<sup>9</sup> N
<sup>9</sup> Filled	<sup>9</sup> Sarah	<sup>9</sup> Patterson	<sup>9</sup> Delmar	<sup>9</sup> 12054	<sup>9</sup> Vice President	<sup>9</sup> July	<sup>9</sup> 2022	<sup>9</sup> June	<sup>9</sup> 2027	<sup>9</sup> Yes	09/12/2022	09/29/2022	<sup>9</sup> N

9Filled	Laura DiBetta	9Delmar	912054	Secretary	9July	92025	9June	92030	9No	07/14/2025	07/22/2025	9N
9Filled	9Mark Kissinger	9Delmar	912054	UHLS Board	9July	92023	9June	92028	9Yes	07/10/2023	07/20/2023	9N
9Filled	9Jill 9Adams	9Delmar	912054	9Other	9July	92025	9June	92030	9Yes	07/14/2025	07/22/2025	9Y
9Filled	9Michelle 9Walsh 9	9Delmar	912054	9Trustee	9July	92024	9June	92026	9No	07/15/2024	07/26/2024	9N
9Filled	9Gail 9Sacco 9	Glenmont	912077	9Trustee	9July	92024	9June	92029	9Yes	07/15/2024	07/26/2024	9Y

**11. OPERATING FUNDS RECEIPTS**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
School District	Bethlehem Central School District	\$4,869,872	Y	N

-

Please Note: last year's answers for repeating groups cannot be displayed.

11.2 TOTAL LOCAL PUBLIC FUNDS <sup>10</sup>	\$4,869,872
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA)	\$26,362
11.4 Record all Central Library Services Aid monies received from system headquarters	\$0
11.5 Additional State Aid received from the System	\$0
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$6,420
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$32,782

**OTHER STATE AID**

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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**FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA	\$0
11.11 Other Federal Aid	\$0
11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

**OTHER RECEIPTS**

11.14 Gifts and Endowments	\$8,031
11.15 Fund Raising	\$0
11.16 Income from Investments	\$172,411
11.17 Library Charges	\$27,781
11.18 Other	\$8,381
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$216,604
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$5,119,258
11.21 BUDGET LOANS	\$0

**Transfers / Grand Total**

**TRANSFERS**

11.22From Capital Fund (Same as Question 14.8)	\$766
11.23From Other Funds	\$0
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$766
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$4,262,088
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$9,382,112

**12. OPERATING FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**STAFF EXPENDITURES****Salaries & Wages Paid from Library Funds**

12.1Certified Librarians	\$1,315,978
12.2Other Staff	\$1,326,461
12.3Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,642,439
12.4Employee Benefits Expenditures	\$944,018
12.5Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,586,457

**COLLECTION EXPENDITURES**

12.6Print Materials Expenditures	\$239,424
12.7Electronic Materials Expenditures	\$272,400
12.8Other Materials Expenditures	\$61,959
12.9Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$573,783

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10From Local Public Funds (71PF)	\$29,937
12.11From Other Funds (71OF)	\$0
12.12Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$29,937

**OPERATION AND MAINTENANCE OF BUILDINGS****Repairs to Building & Building Equipment**

12.13From Local Public Funds (72PF)	\$31,448
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$31,448
12.16Other Disbursements for Operation & Maintenance of Buildings	\$179,964
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$211,412

**MISCELLANEOUS EXPENSES**

12.18Office and Library Supplies	\$29,911
12.19Telecommunications	\$23,477
12.21Professional & Consultant Fees	\$6,572
12.22Equipment	\$29,260
12.23Other Miscellaneous	\$206,007
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$295,227

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$57,412
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**DEBT SERVICE****Capital Purposes Loans (Principal and Interest)**

12.26 From Local Public Funds (73PF)	\$0
12.27 From Other Funds (73OF)	\$0
12.28 Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29 Budget Loans (Principal and Interest)	\$0
12.30 Short-Term Loans	\$0
12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,754,228

**Transfers to Capital Fund**

12.33 From Local Public Funds (76PF)	\$825,000
12.34 From Other Funds (76OF)	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$825,000
12.36 Transfer to Other Funds	\$0
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$825,000
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$5,579,228
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$3,802,884
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$9,382,112

**ASSURANCE**

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/13/2025
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**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy)	09/30/2025
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2024-06/30/2025
12.44 Indicate type of audit (select one):	Private Accounting Firm

**CAPITAL FUND**

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 TOTAL FEDERAL AID	\$0
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**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$825,000
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$825,000
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$825,000
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$3,599
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$828,599

**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1 Construction	\$0
14.2 Incidental Construction	\$777,899

**Other Disbursements**

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$777,899
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$766
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$778,665
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$49,934
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$828,599

**16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	15.32
16.2Total Librarians <sup>11</sup>	15.32
16.3All Other Paid Staff	24.36
16.4Total Paid Employees	39.68
16.5State Government Revenue	\$26,362
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$223,024
16.8Total Operating Revenue	\$5,119,258
16.9Other Operating Expenditures	\$564,051
16.10Total Operating Expenditures	\$4,724,291
16.11Total Capital Expenditures	\$808,602
16.12Print Materials	108,859
16.12aTotal Physical Items in Collection	120,927
16.13Circulation of Children's Physical Material	190,932
16.14Total Registered Borrowers	19,472
16.15Other Capital Revenue and Receipts	825,000
16.16Number of Internet Computers Used by General Public	36
16.17Total Uses (sessions) of Public Internet Computers Per Year	16,181
16.18Wireless Sessions	116,957
16.19Total Capital Revenue	\$825,000

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

17.1LIB ID	8400011730
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Library District
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	School District - Unified, entirety
17.7FSCS ID	NY0702
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	-3
Old FSCSKEY	-3

**SUGGESTED IMPROVEMENTS**

Library Name:	BETHLEHEM PUBLIC LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Geoffrey Kirkpatrick
Phone Number:	(518) 439-9314
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	No
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	Splitting and re-splitting summer reading program numbers from regular program totals seems of no benefit.

<sup>1</sup>, 3.24a N/A(0-2026-03-31)

<sup>2</sup>, 3.25a N/A(0-2026-03-31)

<sup>3</sup>, 3.26a N/A(0-2026-03-31)

<sup>4</sup>, 3.54 Friends of Bethlehem Public Library, Upper Hudson Library System, Delmar Farmers Market, and NYSDEC Five Rivers Environmental Education Center(0-2026-03-31)

<sup>5</sup>, 3.62e. Delmar Fire Department, Education Department of WMHT Educational Telecommunications, Friends of Bethlehem Public Library, and Upper Hudson Library System(0-2026-03-31)

<sup>6</sup>, 4.11 Bethlehem is a community that this highly motivated by education and literacy. Also the staff at the library are excellent at their jobs and market the services of the library extremely well to the public. Therefore the physical circulation per capita is high, but so is electronic circulation per capita. The library is used heavily by the community.(0-2026-04-01)

<sup>7</sup>, 33a Verizon FIOS (Please note: this is NOT Verizon Wireless)(0-2026-03-31)

<sup>8</sup>, 10.7p UHLS Board Representative(0-2026-04-02)

<sup>9</sup>, 10.7p Elected to fill seat previously held by Lisa Scoons(0-2026-04-02)

<sup>10</sup>, 11.2 The Bethlehem community values its library highly and supports the library through a school district vote each year. This increase in local support was within the NYS mandated levy limit and voted on by the public. The library is heavily used and heavily supported by the community.(0-2026-04-01)

<sup>11</sup>, 16.2 The imported number of librarians from last year's report is wrong. The number entered is correct.(0-2026-04-01)